

# **CROWN POINT COMMUNITY PUBLIC LIBRARY**

## **Regular Meeting of the Board of Trustees**

**Monday, April 27, 2015**

**5:00 pm**

### **Roll Call:**

President Patrick Schuster called the Board of Trustees meeting to order at 5:00pm.

Present: President Schuster and Trustees Janet Katich, Vicky Klein, Fiona McCarroll, Chris Mallers, Rose Kendall, and Mary Rhee. Also present were Selina Gomez-Beloz, Director and Kate Lodovisi, Business Manager. Visitors: Jane Butkus, President, Friends of the Library; Roger Pace, Realtor

- I. Trustee Katich moved to approve the minutes of the Regular Meeting on March 23, 2015, with noted corrections. Trustee Kendall seconded and the motion carried. Minutes should be made available to all staff.
- II. Trustee McCarroll moved to approve the warrants, payroll transfers and deposits, the EFTPS, ACH payments for Deferred Compensation & PERF, & Indiana Department of Revenue, and Approval of Advance Draw Resolution. Trustee Rhee seconded and the motion carried.

### **President's Report:**

**Director's Report:** included in Board packet.

Main report is in the board packet. It was suggested that we consider putting bollards in front of the building to help minimize damage should this happen again. Research on costs needs to be completed. The Board also asked for a copy of the In-Charge manual. Selina also recognized Erin and Denise for doing such a great job running the Youth Services Department as we went through the search process of a Department Head. It was also requested that the Board is emailed when something happens at the library.

### **Old Business:**

- A. Program Reports –Youth programs for the month of April were included in the board packet.

### **New Business:**

- A. Library Credit Card – Fiona questioned the need for a credit card. We have not been successful in obtaining one right now. We do have checks and balances in place. The Board decided to not to obtain one since we have a procedure in place.
- B. Friends Update – Jane Butkus – Providing a quarterly update to the Board. The book sale made \$489 but the monthly, ongoing book sale made \$403 in January, \$310 February, and \$769 in March. Friends are considering reducing the number of big book sales in order to maximum revenue and have more books to sell. Many new memberships were obtained in the preview sale.

Programs: High School Spring orchestra concert – May; June – bus trip to the Art Institute, \$40; July & August – support for Summer Reading Club; September – Frank Sinatra program; October – Artesian Fair at the Library, this would be a fundraising effort; November – Literary Luncheon at the church; December – concerts and another bus trip may happen.

Bonnie St. John resigned as Secretary. Rose Kendall volunteered to take her place for the rest of her term.

- C. Roger Pace – Update on Former Library Location – First, thank you for letting the Robodogs to use the old library for their practice.

Roger provided a printout showing an analysis of how the listing was viewed and how it ranks to other reports. There had been 11 showings since the beginning of the year. The property is being seen. There is interest from Southlake Baptist church and a group that has ties to religious radio and TV. Roger suggested that the church lease space with the TV/radio business own the

Southlake asked if they could have about 150 parishioners visit the building so start some enthusiasm for fundraising. There is some concern about parking for the church members, but they seem to be fine with the current setup.

Price is always a motivator. Roger suggested that they buyers will want the price to come down anyway. It was decided to again lower the price. The price will reduce by \$50,000 tomorrow and again by July 1, to come to \$500,000. **Trustee Kendall made the motion to reduce the price; the motion was seconded by Trustee Klein. Motion passed.** Roger will give an update at the May 18<sup>th</sup> Board of Trustees meeting.

- D. Winfield Update – Trustee Schuster and Klein met with Selina and the property reps to view the empty space at the grocery store. They will hire an architect to make a blue print for us so we can figure out what we can do with the space. This should be emailed to Trustee Schuster in about two weeks. This space seems like a good possibility for Winfield. If we go with 9000 sq. ft. it might cost about \$9000/mo. A lot depends on how longer we will lease and what they are willing to give us.

Selina spoke with Mr. Lyons about the new acquisition land behind the Walgreens. They are interested in having us there and we would be able to dictate who is surrounding us among other options. The space is not closed on so it may be a while before we hear from them. The exact piece of land is not clear because there are no signs. We could own this space if so desired. Most of the board is not excited about the option of building from scratch. No desire to go out for another bond, especially during an election season.

The money from the sale of the old library could help offset some costs of a new Winfield place.

Selina agrees that the space in the grocery plaza would be sufficient for 10 years, easily. We could even add a little extra space for growth.

Trustee Kendall asked about a drop box being put in at Winfield. Selina informed that it would have to be built on a pad outside and approved by the Township. There is more to consider in what is needed and if the Township would allow it. If Winfield may come up in a year or eighteen months, it might be best to wait. If nothing happens within a year, it is suggested to revisit the issue again.

- E. Website update – The site is going to be completely redesigned. Selina is looking to pass this out to website design companies. Suggestions were made for companies. Contacting a company in Michigan City (LaPorte Library) and We Are In Flux (Seattle Public Library). It should cost about \$5000. Selina hopes to have this finished before the end of year or sooner. Trustees were very much in favor of this effort. There may be associated costs due to this improvement. Staff will handle content management and the site will be mobile friendly.
- F. Library Financial Update – Status quo from last report. No planned audits are being done at this time. The State may be able to start audits next year. Kate will provide an update in three months.
- G. Motion to Approve New Position Title and Salary Grade – Due to a change in the position vacated by Barb Houk, we need to adjust our Position titles and salary grades. This change created an entry level, librarian position. It does give some possibility for promotion as that position is vacated. Salary grade 17A is \$47,660 and 13A is \$39,083 on an annual basis.

**Motion by Trustee Katich and seconded by Trustee Rhee. Motion approved.**

- H. Approval of New Programming & Outreach Librarian – Julie Wendorf – Selina explained some of her job duties but there are still some items to be discussed and changed since this is a new job. **Motion by Trustee Rhee and seconded by Trustee Kendall. Motion approved.**

- I. Approval of new Head of Youth Services – Kristal Rada – handled in part G.

- J. Policies and Procedures – Selina has been examining the current policies and procedures. Selina will be working with other department heads to improve the policies and procedures to reflect our current situation, improved language. All drafts will be forwarded to the Policy Committee. Trustee Schuster suggested having them printed before approval for the Board packet.
- K. Professional Travel – Motion by Trustee Katich and seconded by Trustee Kendall. Motion approved.

### **Acknowledgements**

Selina received an invite to the Crown Point Community Foundation dinner. She will attend with Trustee Klein. Selina will bring these invitations to see if the Board wishes for her to attend as a representative or not. Selina may go to other events for her own interests.

Trustee Klein suggested that we create a flyer for available parking. It could go in the water bill or tucked into the books. It could also be on the website. Could be interesting to show how many steps it is from the lot to the library front door. There are also safety issues for cross walks. This is a City issue.

Trustee Klein also informed us that the bus barn property is going to be used for parking, though it is not yet available. That may happen in May.

### **Public Comment**

No public comment

### **Adjournment**

The meeting adjourned at 6:36PM.

SGB